

2011 Public Service Recognition Week Toolbox

- ★ Hold a recognition breakfast, lunch, ice cream party or pizza party. Have supervisors and manager set up, serve, etc.
- ★ A drawing for various gift cards (donated by supervisors and managers) for restaurants, gasoline, grocery store, movie tickets, book store, etc.
- ★ Sponsor a snack-related event, featuring cake, popcorn, or candy and include a written message of thanks to employees for their dedicated service.
- ★ Produce a special edition of your employee newsletter and include the Governor's proclamation, thank you remarks from your agency director and others, messages of congratulations, and photos of recognition events.
- ★ A drawing for reserved parking.
- ★ Pick a theme for your week and carry it through, like "Spirit Week" with, pennant day, appreciation day, reflection day, t-shirt day and an open house.
- ★ Challenge another division or agency to games or team-building activities.
- ★ Display letters your agency has received from citizens who appreciated your service. Make sure they're displayed in an area the public can see as well.
- ★ Give on-the-spot awards to employees.
- ★ Present each employee with a certificate "For a Job Well Done."
- ★ Use the bulletin boards in your building or create your own to celebrate your employees. You can include photos of agency award winners or a "who's who" of your employees.
- ★ Use butcher paper to create a "Wall of Public Service" in your lobby and invite employees and customers to write what public service means to them on the wall.
- ★ Cabinet Secretary record a voicemail of gratitude to the employees.
- ★ Thank each employee personally. If you can't thank them in person, draft a hand-written note-card, letter or e-mail.
- ★ Post on "recognition board" bulletin board, newsletters, and/or website.
- ★ Display a "Hall of Fame" – collection of photos of recognized employees displayed in a prominent place.
- ★ Choose an off-site location and plan a "change of venue" work locations with lunch, games and prizes donated by local merchants.